

**DATE:** July 20, 2009

**TO:** Consultants/Construction Management/Materials Testing/  
Construction Surveying Firms

**FROM:** Garry Cohoe, Director of Freeway Construction, San Bernardino  
Associated Governments

**SUBJECT:** **Addendum No. 1 –Request for Qualifications for Construction  
Management and Support Services for Interstate 10  
Westbound Widening in the Cities of Redlands & Yucaipa**

Addendum No. 1 is hereby issued to the following documents for the I-10 Westbound Widening Request for Qualifications for Construction Management, Materials Testing, and Construction Surveying Services.

- Request for Qualifications
- Scope of Services

This Addendum is being issued to revise the above listed documents.

Submit Statement of Qualifications for this project with the understanding and full consideration of this addendum. The revisions declared in this addendum are an essential part of the Request for Qualifications, and the contract documents to be executed will contain a copy of this addendum.

The revisions and additional information described below are hereby made a part of the Request for Qualifications documents.

### **REQUEST FOR QUALIFICATIONS**

#### **Page 2 of 14 – Section 1 Introduction: Revised statement to read:**

*The San Bernardino Associated Governments (SANBAG), acting as the San Bernardino County Transportation Authority, in cooperation with the California Department of Transportation (Caltrans) is soliciting Statement of Qualifications (SOQ) from all qualified firms for Construction Management (CM) including **Public Outreach Services (As-Needed)**, Landscape CM, Materials Testing, and*

*Construction Surveying services for the Interstate-10 Westbound Widening Project.*

**Page 10 of 14 – Section ‘A’ Cover Letter Bullet No. 1: Revised statement to read:**

*A statement requesting SANBAG to evaluate the submitted SOQ based upon the Scope of Services to provide Construction Management, Material Testing and Construction Surveying Services for the **Interstate 10 Westbound Widening** project.*

**Page 11 of 14 – Section ‘C’. U.S. General Services Administration Standard For SF330, No. 1: Revised statement to read:**

*Provide a separate Form SF330 for the prime consultant and each subconsultant. Subconsultants need not supply Sections **A-D, F&G**.*

### **SCOPE OF SERVICES**

**Page 14 of 33 – Section ‘c’ Public Relations: Revised scope of services to read:**

c. Public Relations (as-needed)

CONSULTANT may provide some or all of the following Public Relation Services:

Promotion and coordination of a public (neighborhood) meeting in Fall 2009. The purpose of the meeting is to communicate the status of the project, answer specific project-related questions and to provide the meeting participants an opportunity to respond to the project.

Creation of a project facts sheet in both English and Spanish

Creation and dissemination of occasional traffic advisories (as needed).

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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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Refinement and maintenance of the project database

Respond to public inquiries received via e-mail or by telephone

Update/maintain project web page

If necessary, create and disseminate an update on the project to residents and businesses

Create a presentation to be given to Yucaipa and Redlands City Councils and possibly other community/business groups in Yucaipa and Redlands

Coordination of a ground-breaking ceremony prior to construction and ribbon-cutting ceremony at completion of construction dates TBA.

**SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY/  
SAN BERNARDINO ASSOCIATED GOVERNMENTS**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**CONSTRUCTION MANAGEMENT, MATERIALS TESTING, AND CONSTRUCTION  
SURVEYING SERVICES**

**I. INTRODUCTION**

The San Bernardino Associated Governments (SANBAG), acting as the San Bernardino County Transportation Authority, in cooperation with the California Department of Transportation (Caltrans) is soliciting Statement of Qualifications (SOQ) from all qualified firms for Construction Management (CM) including Public Outreach Services (As Needed), Landscape CM, Materials Testing, and Construction Surveying services for the Interstate-10 Westbound Widening Project.

The purpose of this RFQ is to select a consultant to assist SANBAG with construction support services, including construction management, materials testing, and construction surveying for the Interstate-10 Westbound Widening Project.

The contract will be awarded without discrimination based on race, religion, color, age, sex, or national origin *in accordance with the requirements of Title 49 CFR 26.13(b)*.

**II. PROJECT AND SERVICES DESCRIPTIONS**

The I-10 Westbound Widening project proposes to add one mixed flow lane from Ford Street to Live Oak Canyon Road consisting of roadway improvements; construct cast-in-place concrete retaining walls; and construct drainage improvements. The retaining walls will have architectural treatments. The project is located in the within the Cities of Redlands and Yucaipa. Total duration of construction will be approximately 20 months.

**SERVICES**

Services are anticipated to generally include, but are not limited to participation in the evaluation of scheduling of the proposed project; construction project advertising, bid analysis, and award; construction inspection; contractor interface and contract administration; office engineering; and other assorted duties as appropriate for construction management, as well as materials testing and construction surveying. The detailed scope of services is included as draft Attachment A to the draft contract.

It is recommended that a Project Manager or Resident Engineer be assigned to direct and coordinate all field activities under this contract. The Project Manager may also serve as the Resident Engineer. Other Assistant Resident Engineers may be assigned to specific responsibilities as needed. Insofar as the Consultant's approach described in the SOQ, the scope of responsibility and the total number of personnel assigned to each project is left to the discretion

UDBE under the contract to the extent needed to meet the UDBE goal. The substitute UDBE must be certified as a DBE at the time of request for substitution.

SANBAG does not pay for work unless it is performed or supplied by the listed UDBE, unless the UDBE is terminated in accordance with this section.

## **VII. STATEMENT OF QUALIFICATIONS INSTRUCTIONS**

Statement of Qualifications (SOQ) will be accepted until **12:00 PM, Wednesday, July 29, 2009**. Eight (8) copies are required. SANBAG reserves the right to accept or reject late SOQs at its discretion. Acceptance of a late submittal shall not be construed to mean that SANBAG will accept **any** late SOQ. SOQs shall be delivered to:

Mr. Garry Cohoe  
Director of Freeway Construction  
San Bernardino Associated Governments  
1170 W. Third Street, Second Floor  
San Bernardino, CA 92410

Firms are responsible for periodically checking for schedule updates and other information regarding this RFQ by periodically checking SANBAG's website at: [www.sanbag.ca.gov](http://www.sanbag.ca.gov).

Addendums, if any are issued, will be found under the "Bids, RFPs and RFQ" link.

SOQs must contain the information listed below and must be compiled in the following format:

### **A. Cover Letter**

Provide the following information:

- A statement requesting SANBAG to evaluate the submitted SOQ based upon the Scope of Services for the Interstate-10/ Westbound Widening project.
- Summary description of the work to be performed by firm and each subconsultant firm proposed for the project and an estimate of the percentage of work to be performed by each firm.
- Indicate the location of the office from which the construction management team will be managed.
- In accordance with SANBAG Policy No. 11000-R10, Sect. 7.A.2.f, provide a response to the following question: Has your firm ever been terminated from a contract? If the answer is yes, see item B below.
- A memorandum from a principal from each subconsultant firm indicating the specific portion of services the subconsultant will be performing.

B. Contract Termination Circumstances:

If consultant has ever been terminated from a contract, describe the facts and circumstances in detail, on a separate sheet. See policy for details.

C. U.S. General Services Administration Standard Form SF330:

“Architect-Engineer Qualifications”. The Form SF330 must conform to the following format:

1. Provide a separate Form SF330 for the prime consultant and each subconsultant. Subconsultants need not supply Sections A-D, F&G.
2. Prime consultants should list subconsultants in Section C.
3. Provide an Organizational Chart in Section D:
  - Show the relationships between personnel and support staff who are expected to participate on the project.
  - For each person, indicate the firm with whom they are employed.
  - Show the aspects of the services each person will be responsible for performing.
4. List key personnel in Section E. Section E must conform to the following requirements:
  - Every person whose resume is provided in Section E must also be shown on the organizational chart. Resumes of persons who are not shown on the organization chart will not be considered.
  - Section E, number 13 must describe the function the person will be expected to fulfill in connection with the project.
  - Section E, number 17 must list the person’s active registrations in California, with the California Registration Number. Personnel (Resident Engineers / Inspectors) in responsible charge of Construction Management Services must be registered Civil Engineers in the State of California.
  - Section E, number 19 should provide a brief history of each person’s relevant project experience, including descriptions of his/her role and tasks that he/she performed on each project. Also, identify key tasks each person is expected to perform for this project under his/ her assigned function.
5. Section F should conform to the following requirements:
  - Projects listed in Section F must be projects worked on by personnel shown on the organizational chart and whose resumes are included in Section E. For each project listed, the personnel included in Section E who worked on the project and their project position must be shown.
  - In Section F, number 23, include the owner’s telephone number and the name of a contact person who can provide a reference. Also include the name and telephone number of the primary contact for the prime consultant, if necessary. Projects without references and telephone numbers will not be considered. List no more than ten projects.

c. Public Relations (As-Needed)

CONSULTANT may provide some or all of the following Public Relation Services:

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d. Permits

CONSULTANT shall review the project for permit compliance and coordinate with SANBAG and the design engineer to ensure that necessary permits are obtained. CONSULTANT shall assist SANBAG in the coordination, timely processing and verification of approval for all permits. CONSULTANT shall maintain permits and permit documentation on site.

7. Cost and Schedule

a. CONSULTANT shall monitor and track the following:

1. Contract pay item quantities and payments
2. Contract change orders